

**CLASS TITLE:           PRINCIPAL FIRE SAFETY INSPECTOR  
(GENERAL OCCUPANCY)**

**Class Code: 02258800  
Pay Grade: 22A  
EO Code: C**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To implement and coordinate an inspection program designed to insure conformance to fire safety standards in state codes, laws and regulations in the area of public and private buildings utilized for general occupancy other than one, two or three family dwellings; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the direction of a superior with wide latitude for the exercise of initiative and independent judgement; work is reviewed for results attained and for conformance to codes, laws, regulations and policies.

**SUPERVISION EXERCISED:** Plans, coordinates, supervises and reviews the work of a staff involved in conducting fire safety inspections and surveys.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To implement and coordinate an inspection program designed to insure conformance to fire safety standards in state codes, laws and regulations in the area of public and private buildings utilized for general occupancy other than one, two or three family dwellings.

To assign subordinates to conduct inspections and to insure that these inspections are properly conducted and reported.

To assist in the interpretation of various standards established in law or by regulation regarding the conformity of buildings to fire safety.

To assist in and coordinate enforcement activities.

To review all substitute safety programs submitted in lieu of established standards and to recommend approval or rejection of these plans.

To recommend those improvements, alterations, modifications and/or changes required to conform to established standards.

To certify to state and federal agencies whether or not buildings covered by established standards conform to those standards.

As required, to conduct inspections of a most difficult or complex nature.

To supervise the investigation of complaints regarding violations of established fire safety standards.

To prepare or review all reports concerning general occupancy inspections and to be responsible for proper maintenance of the unit's records.

As required, to testify at hearings and in court as to the conformity of safety plans and buildings to the established fire safety standards.

To participate in the unit's public information program by speaking before groups and assisting individuals with questions.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the practices, techniques and principles of the inspection of buildings in order to determine if they comply to fire safety standards and the ability to perform and supervise a staff performing such inspections; a thorough knowledge of the fire safety standards established in state codes, laws, regulations and policies in the area of public and

private buildings other than one, two or three family dwellings; the ability to prepare and review written reports; the ability to establish and maintain effective working relationships with state, federal, private and local officials; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: considerable employment in a responsible position performing fire safety inspections in general occupancy buildings.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: June 15, 1980

Editorial Review: 3/15/03